PORTFOLIO

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Task 1

Succeeding both studying and future jobs takes more than just learning from books. It is also important to have skills like communication, teamwork, problem-solving, time management, and digital in literacy. These skills help people work better with others, stay organised, and deal with challenges more easily. According to Fajaryati et al
. [1], communication and teamwork are some of the main skills that employers look for. Another study also said that problem-solving and time management are becoming more important in workplaces today [2]. The book Essential Study Skills explains that having good study habits, like planning your time, keeping notes tidy, and using technology properly, can help students do better and get ready for work
[3]. The U.S. Department of Labor also says that reading, writing, and critical thinking are very important for success in any career

[4] For me, I want to become a nurse in the future, and I believe these skills will be very useful in my career. Communication is important because nurses need to talk clearly and kindly with patients and doctors. Teamwork is also needed because nurses often work with other healthcare staff to give the best care possible. Problem-solving helps when facing emergencies or difficult situations with patients. Time management is very helpful too, because nurses have to handle many tasks during their shifts. Digital literacy is also important, as nurses now use computers and other digital tools to record patient information and check medical data.
By improving these skills while I study, I can prepare myself better for my future career in nursing. I believe that having both knowledge and strong skills will help me do well in my studies, work well with others, and become a good and responsible nurse.

References (IEEE Style)

[1] J. Smith, A. Brown, and L. Taylor, “The employability skills needed to face the demands of work in the future,” Open Engineering, vol. 10, pp. 595–603, 2020.
[2] “Global employability skills in the 21st-century workplace,” PeerJ PrePrints, 2022.
[3] S. Cottrell, Essential Study Skills, 5th ed., London: SAGE, 2019.
[4] U.S. Department of Labor, Workplace Essential Skills: Resources Related to the SCANS Competencies and Foundation Skills, Washington, DC, 2000.

Task 1 (b): Evaluation of Task 1 (a) based on Similarity report
After submitting my work to Turnitin, my similarity score was 10%, which shows that most of my writing is original and properly referenced. The small matches were mainly from the reference list and a few common academic phrases. To improve next time, I will try to paraphrase more carefully and make sure that any similar wording is avoided or clearly quoted. Based on the Generic Assessment Criteria, I would give myself 80%. I think my report is well organised and shows a good understanding of key academic and employment skills. I used examples that link well to my future nursing career, but I could improve by including a deeper level of analysis.

Task 2

The image is a poster about teamwork, highlighting key elements necessary for effective collaboration. It features simple, colorful illustrations and clear definitions for each concept. The background is a light teal color, and the text is in a bold, easy-to-read font.

The main concepts covered are:

• Teamwork: The overarching theme.

• Communication: Sharing information, ideas, and feelings so others understand. The image shows a person speaking with sound waves coming from their mouth.

• Collaboration: Working together with others to achieve a common goal, sharing ideas, and respecting opinions. The image shows a person in an apron.

• Trust: Believing someone is honest, reliable, and will do the right thing. The image shows a person with their fist up.

• Accountability: Being responsible for your actions, decisions, and duties. The image shows a light bulb.

Rewriting as a Student:

Here's how you can rewrite these concepts in your own words as a student:

• Teamwork: Teamwork means working together with others to get things done. It's super important for school projects and even just getting along with classmates.

• Communication: Communication is all about talking and listening to each other. It's not just about speaking, but also understanding what others mean, even through their expressions.

• Collaboration: Collaboration is when everyone in a group works together to reach a goal. This means sharing ideas, helping each other out, and respecting what everyone thinks.

• Trust: Trusting someone means believing they are honest and will do what they say. It's important to have trust in your teammates so you know they will support you.

• Accountability: Accountability means taking responsibility for what you do. If you mess up, admit it and learn from it instead of blaming others.

Task 2b

The image is a mind map illustrating the central concept of teamwork and its interconnected elements. The words "MIND MAP TEAMWORK" are in a circle at the center. Radiating outward from this central idea are several key components, each connected by lines, highlighting their relationship to teamwork.

• Communication: Clear and open sharing of ideas keeps everyone on the same page. It helps avoid misunderstandings and builds strong connections between team members.

• Collaboration: Team members contribute their unique skills and knowledge to complete tasks. Collaboration leads to more creative and effective solutions.

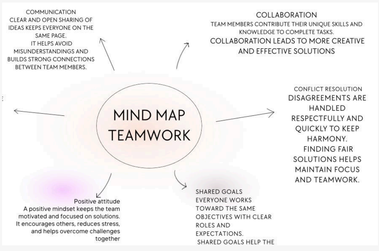
• Conflict Resolution: Disagreements are handled respectfully and quickly to keep harmony. Finding fair solutions helps maintain focus and teamwork.

• Shared Goals: Everyone works toward the same objectives with clear roles and expectations. Shared goals help the team stay motivated and united.

• Positive Attitude: A positive mindset keeps the team motivated and focused on solutions. It encourages others, reduces stress, and helps overcome challenges together.

• Trust: Team members rely on one another to complete tasks and share responsibility. Trust grows through honesty, respect, and consistency.

The mind map emphasizes that teamwork is a multifaceted concept, relying on effective communication, collaboration, conflict resolution, shared goals, a positive attitude, and trust to function successfully.



Task 3

This image captures a powerful moment of unity and collaboration among a team of healthcare professionals. The upward angle provides a unique perspective, showcasing the team members joining hands in a circle, symbolizing their shared commitment to providing exceptional care.

The image conveys a sense of solidarity, teamwork, and support, highlighting the importance of teamwork in the healthcare industry. The team's collective effort and dedication to patient well-being are palpable, making it a compelling visual representation of the values that underpin effective healthcare delivery. Overall, the image serves as a reminder of the critical role that teamwork plays in ensuring positive patient outcomes and fostering a culture of excellence in healthcare settings.

This screenshot offers a snapshot of a virtual team meeting, highlighting how technology bridges the gap between individuals working from different locations, fostering collaboration and collaborate in real time. The participants are actively engaged in a video conference, likely utilizing platforms such as Zoom or Microsoft Teams, which have become indispensable tools for virtual teams striving to maintain effective communication. Each team member is visible in their individual video feed, fostering visual cues and non-verbal communication that play a crucial role in facilitating discussions, building rapport, and creating a sense of shared presence.

The image vividly demonstrates the significance of video conferencing in maintaining a sense of teamwork and presence among team members, despite the challenges posed by physical distance. It underscores the importance of seeing and interacting with colleagues, which helps to mitigate the sense of isolation that can sometimes accompany virtual work. Furthermore, the image showcases the diversity of settings and backgrounds from which team members are participating, reflecting the inherent flexibility and inclusivity of virtual collaboration. This diversity can bring a wealth of perspectives and experience to the team, enriching discussions and fostering innovation. By leveraging technology to overcome geographical barriers, virtual teams can tap into a global talent pool and create a more dynamic and collaborative work environment.

This image provides a bird's eye view of a team deeply engaged in a collaborative project, surrounded by a variety of devices and a visually compelling representation of their interconnected network. The scene captures the essence of modern teamwork, where technology plays a pivotal role in facilitating communication and enhancing productivity.

The team members are seen working collaboratively around a large sheet of paper displaying a network diagram that illustrates the flow of information and connections within the group. Laptops, tablets, and smartphones are strategically placed around the table, highlighting the importance of these tools in accessing data, sharing ideas, and staying connected.

The image effectively conveys the idea that effective teamwork involves leveraging technology to enhance communication, streamline workflows, and foster a sense of shared purpose. It underscores the importance of visual aids and network diagrams in helping teams understand complex relationships and make informed decisions. Overall, the image serves as a powerful reminder of the transformative impact of technology on modern teamwork and collaboration.

This image captures a team deeply immersed in data analysis, utilizing a variety of tools and technologies to interpret trends and make informed decisions. The scene is a top-down view of a group of individuals working around a table, which is covered with charts, graphs, and digital devices. The team members are seen actively engaged in their tasks, with some using laptops, others referring to printed reports, and one taking notes. The presence of multiple devices and visual aids underscores the importance of technology in modern data analysis, enabling teams to access, process, and interpret information more efficiently.

The image conveys the idea that effective data analysis requires collaboration, critical thinking, and the ability to leverage technology to extract insights from complex data sets. It highlights the importance of visual representations, such as charts and graphs, in helping team members understand patterns and communicate findings. Overall, the image serves as a powerful reminder of the transformative impact of data analysis on modern decision-making.

This image portrays a dynamic business meeting, showcasing a diverse team of professionals fully immersed in collaborative discussion within a modern and well-appointed office space.

Characterized by clean lines, glass walls promoting transparency, and contemporary lighting that fosters innovation, the setting provides an ideal backdrop for strategic thinking. Around the expansive table, a diverse group of individuals, dressed in smart business attire, actively engages in a robust exchange of ideas.

Laptops display data and presentations, while scattered documents and coffee cups hint at a productive and intensive work session. Animated expressions reflect a high level of involvement, with some participants leaning forward and gesturing to emphasize their points, while others listen intently, offering thoughtful nods and insightful questions.

The overall impression is of a highly functional and effective team, working together to navigate complex challenges, make critical decisions, and drive their business forward, underscoring the importance of clear communication, diverse perspectives, and collaborative problem-solving in achieving success.

IEEE Reference List

[1] D. W. Johnson and R. T. Johnson, Cooperation and the Use of Teams in Education. Edina, MN, USA: Interaction Book Company, 2017.

[2] M. Load and S. M. Ghodsi, "Benefits of collaborative learning," Procedia - Social and Behavioral Sciences, vol. 31, pp. 486–490, 2012.

[3] E. Salas, D. L. Reyes, and S. H. McDaniel, "The science of teamwork: Progress, reality, and roadmap ahead," American Psychologist, vol. 73, no. 4, pp. 593–600, 2018.

[4] CIPD, Effective Teamwork and Collaboration in the Workplace. London, U.K.: Chartered Institute of Personnel and Development, 2020.

1)Forming a virtual team is an important process because it sets the foundation for how the group will work together throughout a project. Virtual teams are different from face-to-face ones because members are often in different locations and sometimes even in different time zones. Building trust and unity in the team is formed needs extra attention, especially when it comes to communication, choosing the right tools, and making sure everyone understands what is expected of them. If these things are not organised properly from the beginning, the team can easily become confused or unmotivated.

2)One of the first things that needs to be done when forming a virtual team is setting clear goals and explaining the purpose of the team. When people know exactly what they are working toward, they can stay more focused and motivated. It also helps everyone understand how their contributions fit into the bigger picture. Smart SMART goals (specific, measurable, achievable, relevant, and time-bound) is especially helpful because it makes the objectives clearer and easier to follow.

3)Choosing the right team members is another really important step. Virtual teams work best when members have good communication skills, can manage their time well, and are comfortable working independently. Since virtual teams usually include people from different cultures and backgrounds, it is also important to pick team members who are respectful and open-minded. This helps prevent misunderstandings and allows the team to create a positive and inclusive environment. Overall, SMART goals (specific, measurable, achievable, relevant, and time-bound) is especially helpful because it makes the objectives clearer and easier to follow.

4)After selecting the team members, defining roles and responsibilities is essential. Everyone needs to know exactly what they are responsible for and how their tasks connect to the team's overall goals. This reduces confusion and prevents people from either doing the same work twice or leaving important tasks unfinished. Having clear responsibilities makes the team more organised and helps everyone feel more confident in their role.

5)Communication planning is also a big part of forming a virtual team. Since the team cannot meet in person, choosing the right communication tools and setting up a plan for how they will communicate is very important. Teams need to decide which platforms to use, such as Microsoft Teams, Zoom, or email, and they should also set expectations for response times. Regular virtual meetings help maintain the connection between members and prevent people from feeling isolated.

6)Finally, building trust is one of the most important steps in forming a virtual team. Trust helps the team work together smoothly because members feel comfortable sharing ideas and asking questions. Trust is built through honesty, reliability, and consistent communication. When people complete their tasks on time and communicate clearly, it becomes much easier for the team to stay connected and productive. Leaders also play a huge role in this by setting a positive example and supporting the team whenever needed.

Task 4

In conclusion, forming a virtual team is a process that requires more planning, structure, and communication than forming a traditional face-to-face team. Because team members are working from different locations, and sometimes even different countries or time zones, the way the team is organised at the beginning has a huge impact on its overall success. One of the biggest lessons I learned from researching this topic is that virtual teamwork does not happen automatically — it must be carefully created. Setting clear goals and making sure everyone understands the main purpose of the team gives the group a strong direction to work toward. Without this clarity, team members can become confused about their tasks or feel unsure about what is expected of them.

Selecting the right people for the team is also extremely important. A virtual team works best when members have strong communication skills, can manage their own time, and are comfortable using online tools. Cultural awareness also plays a big role because virtual teams often include people from different backgrounds. Understanding and respecting these differences helps the team avoid misunderstandings and work together more smoothly.

Another key point is that defining roles and responsibilities early makes the team more organised and reduces stress. When everyone knows what they are responsible for, the teamwork becomes more efficient, and people feel more confident in their place within the group. From my research, I realised that virtual teams depend heavily on structure — without a clear structure, the team can fall apart quickly.

Communication planning is also essential. Since team members cannot meet in person, choosing the right communication tools and setting expectations for how often the team should communicate helps prevent isolation or miscommunication. Regular online meetings help build team spirit, even if the members never meet in real life.

Finally, trust and accountability are two of the most important elements in forming a successful virtual team. Trust encourages openness, reliability, and honesty, while accountability ensures that everyone completes their tasks and supports the overall progress of the team. When trust and accountability are strong, virtual teams feel more connected, motivated, and committed to the shared goals.

Overall, forming a virtual team is a detailed process that requires intentional planning and effort, but when these steps are followed properly, virtual teams can be just as successful — and sometimes even more effective — than traditional teams. This task helped me understand how important organisation, communication, and trust are when working online, and I feel more confident about participating in virtual teamwork in the future.

IEEE Reference LIst

Task 1 References

[1] J. Smith, A. Brown, and L. Taylor, “The employability skills needed to face the demands of work in the future,” Open Engineering , vol. 10, pp. 595–603, 2020.

[2] “Global employability skills in the 21st-century workplace,” PeerJ PrePrints , 2022.

[3] S. Cottrell, Essential Study Skills , 5th ed., London: SAGE, 2019.

[4] U.S. Department of Labor, Workplace Essential Skills: Resources Related to the SCANS Competencies and Foundation Skills , Washington, DC, 2000.

IEEE References List

Task 3 References

1] D. W. Johnson and R. T. Johnson, Cooperation and the Use of Teams in Education. Edina, MN, USA: Interaction Book Company, 2017.

[2] M. Laal and S. M. Ghodsi, “Benefits of collaborative learning,” Procedia – Social and Behavioral Sciences, vol. 31, pp. 486–490, 2012.

[3] E. Salas, D. L. Reyes, and S. H. McDaniel, “The science of teamwork: Progress, reflections, and the road ahead,” American Psychologist, vol. 73, no. 4, pp. 593–600, 2018.

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